

C O P Y

21 February 1946

CENTRAL PLANNING STAFF

PROCEDURE MEMORANDUM NO. 1

Subject: Duties of Acting Assistant Chief of the Central Planning Staff


1. The Acting Assistant Chief of the Central Planning Staff will be responsible to the Acting Chief for the following functions:

a. In the absence of the Acting Chief, represent him and act for him in all Central Planning Staff matters.

b. Supervise the execution of the Acting Chief's policies and instructions. In accordance with those policies and instructions: (1) refer tasks to the five branches or to committees of Planning Staff personnel; (2) arrange for appropriate review by the Policy and Review Branch of plans prepared by the Information, Intelligence, Security and Support Branches; and preside at such reviews except when the Acting Chief presides in person.

c. Formulate operating procedures for the Central Planning Staff.

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Acting Chief, Central Planning Staff

TAB

RESTRICTED

9 May 1946

CENTRAL INTELLIGENCE GROUP

C. I. G. PERSONNEL ORDER NO. 4

Reference: C.I.G. Personnel Order No. 1

SEE: MASTER FILE